

California Department of Veterans Affairs



Serving Veterans Since 1946

Classification: **Staff Services Analyst (\$2724 - \$4300)**
Permanent, Full-Time

Location: Veterans Home of California, Chula Vista
Finance Office

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA PROVISIONS APPLY.**

Duties and Responsibilities: *Under supervision of the Staff Services Manager I:*

- Coordinates with the SSM I in preparation of the budget, providing consultation and assistance to service chiefs with respect to goals, policies and budgetary requirements.
- Develop and establish performance standards by which achievement of objectives by component services may be gauged.
- Budget assignments to include monthly budget plan, hiring plan, post fund, salary savings, overtime, and weekly update reports.
- Process request for and provide payment from; and prepare deposits to, all funds.
- Provide payroll support to process payroll information and or checks to employees including monthly pay, overtime and temp help pay.
- Count cash and give to cashier every day. Provide banking services backup for the resident members Trust Accounts on a daily basis.

Desirable Qualifications:

- Knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services in budgeting.
- Knowledge of and experience using a variety of computer software programs.
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems.
- Ability to analyze data and present ideas and information effectively both orally and in writing.
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California, Chula Vista
700 East Naples Court
Chula Vista, CA 91911
Attn: Lou Dumas

Inquiries:

Voice: (619) 482-6026
TDD: (916) 653-1966

Final Filing Date: June 14, 2007